Administrative Assistant

Reports to: Executive Director or designee
Classification: Hourly
Date: November 2019

Job Summary:
Provides administrative support and performs general office functions to ensure the efficient operation of the IAAEA system and/or assigned programs/departments.

Qualifications:
1. One year of post-secondary secretarial training or, alternatively, secretarial experience equivalent to one year of post-secondary training.
2. Demonstrated competence in secretarial and office skills.
3. Proficiency with technology tools and resources to optimize productivity, such as Microsoft Office Suite and Google Suite.
4. Such alternatives to the above qualifications that IAAEA may find appropriate and acceptable.

Essential Functions:
1. Assists staff with administrative duties and daily operations of the IAAEA system and program services.
2. Works as a team member to support the organization, communication and service delivery of IAAEA activities.
3. Uses technology, communication tools and relationship skills to effectively manage work flows.
4. Supports and maintains departmental records, activities and resources to meet service and program needs.
5. Provides support under general direction of the Executive Director or designee which involves identifying needs, initiating and coordinating projects, providing follow-up and setting priorities and procedures for accomplishing the work.
6. Maintains and coordinates designated staff schedule(s), handles logistics of program events/activities and statewide meetings (including facility arrangements, equipment, organization of meeting materials, meeting agendas and minutes), and assists with meeting registrations and travel arrangements.
7. Maintains and monitors email lists and other listservs.
8. Establishes and maintains reliable recordkeeping systems in accordance with applicable policies and procedures that support appropriate access and efficient retrieval.

Additional Responsibilities:
1. Conveys a professional and positive image of the IAAEA system.
2. Collaborates with internal and external stakeholders.
3. Serves as a resource by assisting in the research and compilation of various data.
4. Participates in projects, meetings or activities to support the mission and goals of the IAAEA system.
5. Participates in staff development activities and learning opportunities to enhance job skills and knowledge.
6. Performs such other duties as may be assigned by Executive Director or designee.

Knowledge, Skills and Abilities:
1. Ability to communicate effectively and maintain effective working relationships.
2. Ability to function effectively as a team member and work collaboratively or independently as appropriate.
3. Ability and willingness to be flexible and respond to the changing needs and multiple priorities of IAAEA.
4. Ability to handle information in a confidential manner and exercise discretion, careful judgement, tact and diplomacy in the performance of duties.

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Knowledge, Skills and Abilities, continued:
5. Ability to take initiative, evaluate and prioritize tasks, organize, problem solve and coordinate multiple tasks within designated timelines with accuracy.
6. Strong communication skills, both verbal and written, and highly developed organizational skills.
7. Ability to take and transcribe meeting minutes and compose correspondence with accuracy and detail.
8. Ability to develop and maintain work systems with minimum supervision.
9. Ability to use and integrate technology appropriately in daily work which includes, but is not limited to, efficient operation of telephone and voice mail systems and application of computer skills to effectively use e-mail, internet and software applications.

Physical Requirements:
1. Travel as needed to fulfill IAEA duties and responsibilities.
2. Normal, routine levels of bending, carrying, lifting, climbing, reaching, sitting, standing, and walking.

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